

STAFF USER GUIDE



Using School Messaging For Administrators *with* Pikmykid

Our premium School Messaging feature allows you to efficiently communicate important information to families and staff using a variety of methods. With just a few clicks, you can easily send information to a large audience or a specific group of recipients.

Set Up

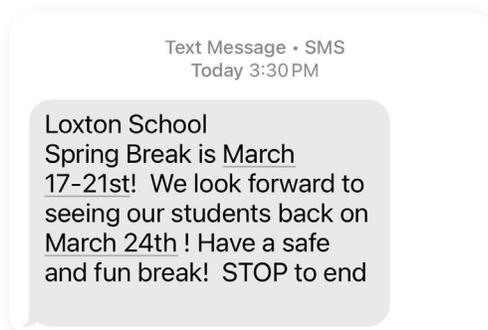
The only set up needed to get started with School Messaging is to create a message prefix. Click the **Settings Wheel > General > SMS Messenger Prefix**. This will be displayed at the beginning of each text message.

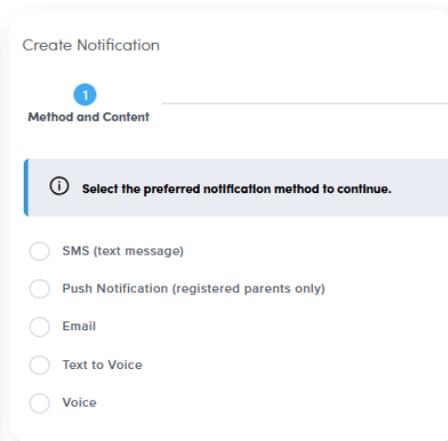
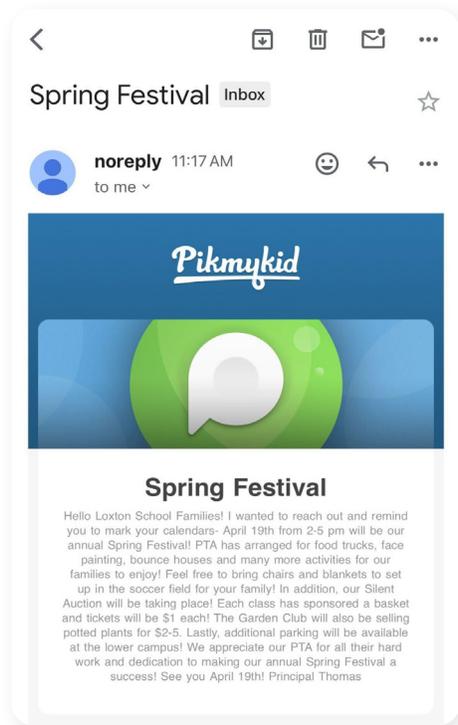
Messenger

SMS message prefix ⓘ School Name

Select Your Method

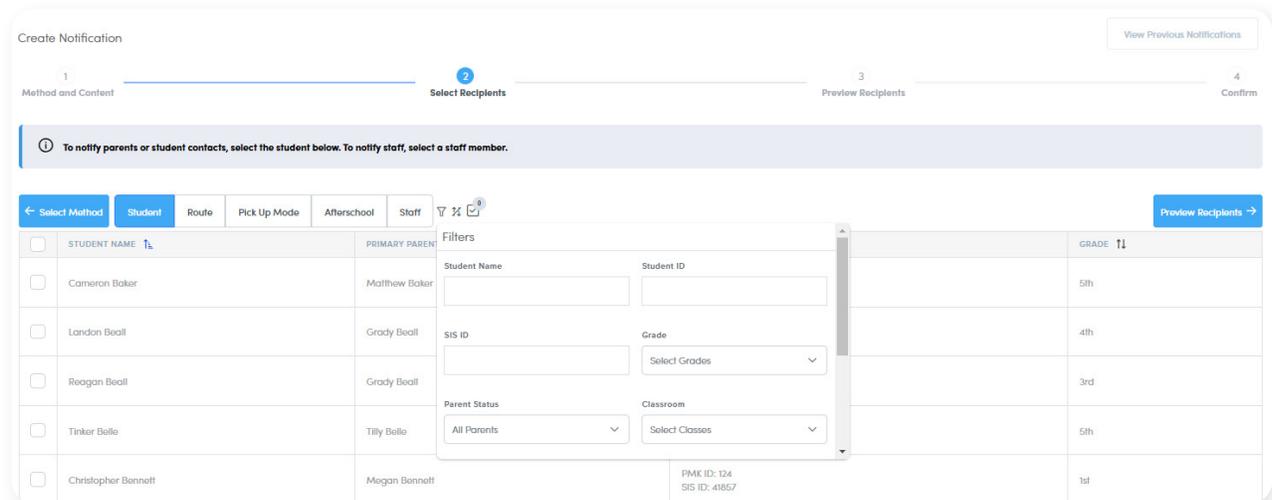
- **SMS** Send text messages directly to your families and/or staff. *(280 character max)*
- **Push Notification** Parents who have registered on the Pikmykid Parent App or staff members that have the Pikmykid Staff App, can receive push notifications. *(280 character max)*
- **Email** Need to share a lot of information at once? You can create an email to send to families and/or staff.
- **Text To Voice** Type your message in the platform and have it sent to your families and/or staff through an automated call. *(280 character max)*
- **Voice** Record a personalized message from your cell phone using the voice calling option. *(1 hour time limit)*





Select Your Recipient

For each message, you can customize the recipient groups to reach your entire enrollment or focus on a specific group, such as a particular bus route. Additional filters give you the ability to refine your selection by specific grade level, classroom or parent status.



Preview Recipients

In addition to parent contacts, you can also notify other recipients, such as emergency contacts, pick up delegates and more. *Parents can add emergency contacts to a student's profile from the Pikmykid Parent App. To find out more about adding these additional contacts to your student information, please reach out to us at success@pikmykid.com.*

Create Notification View Previous Notifications

1 Method and Content 2 Select Recipients 3 Preview Recipients 4 Confirm

① Select the contact group to be notified. You can select all recipients in a contact group, or select specific recipients if a student doesn't have a contact group set.

← Select Recipients Confirm →

STUDENT NAME	PARENT	EMERGENCY	PICKUP	FAMILY	OTHER
Amy Loxton	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonny Loxton	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christopher Bennett	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christopher Johns	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melissa Johns	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Bowers	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Samantha Loxton	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirm

Before sending your message, preview the content and recipients to ensure all information is accurate. SMS, emails, text-to-voice and voice calling options can be sent immediately or scheduled for a later date and time.

Create Notification View Previous Notifications

1 Method and Content 2 Select Recipients 3 Preview Recipients 4 Confirm

① Verify all of your chosen options. Click Send Now when your ready.

← Preview Recipients Send

- > Selected Recipients
- > Method Details
- > Summary

When will this message be sent?

Send Now

Schedule

Select date and time to send 📅

Schedule Cancel

Reports & Previous Notifications

From the school messaging page, staff will be able to view, resend and review receipts of previously sent messages. *Staff can also cancel messages that have been scheduled for a later date and time.* Filters make it simple to refine and narrow down the information based on specific details, such as date or sender. Additional reporting information can also be accessed from Reports.

